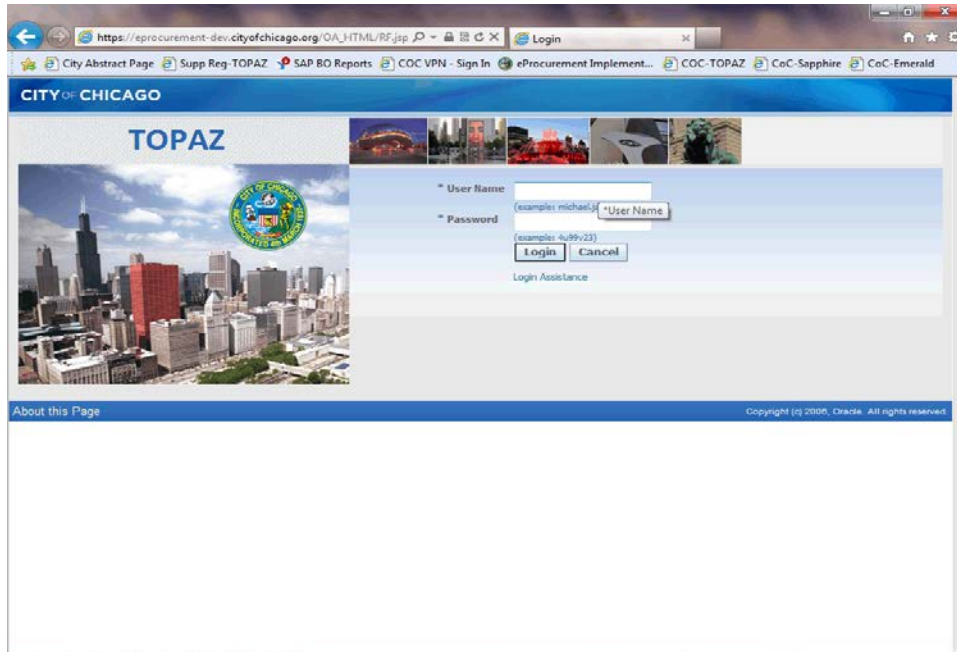


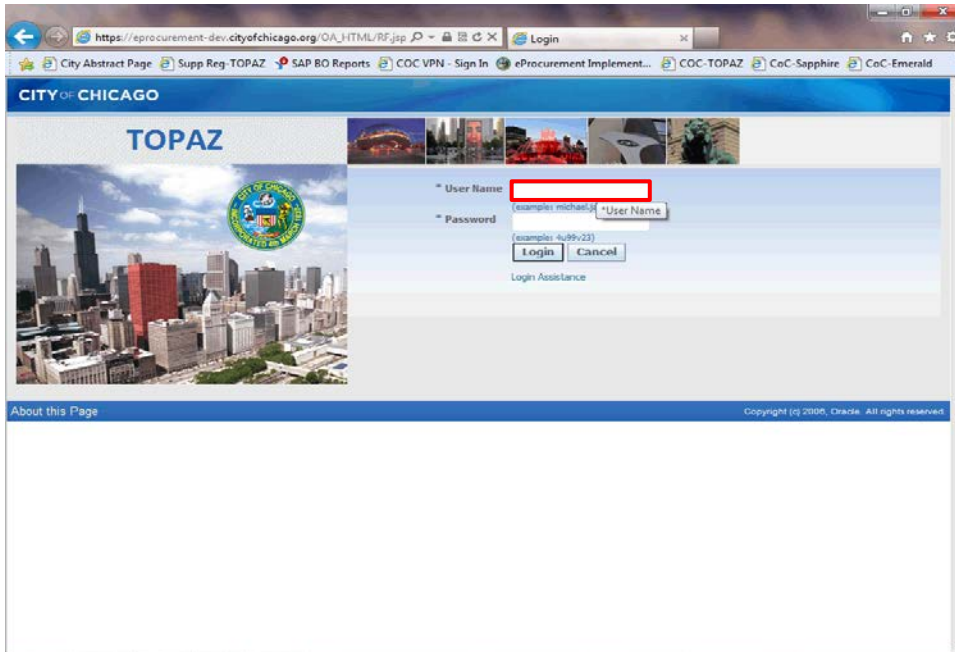
View Purchase Orders

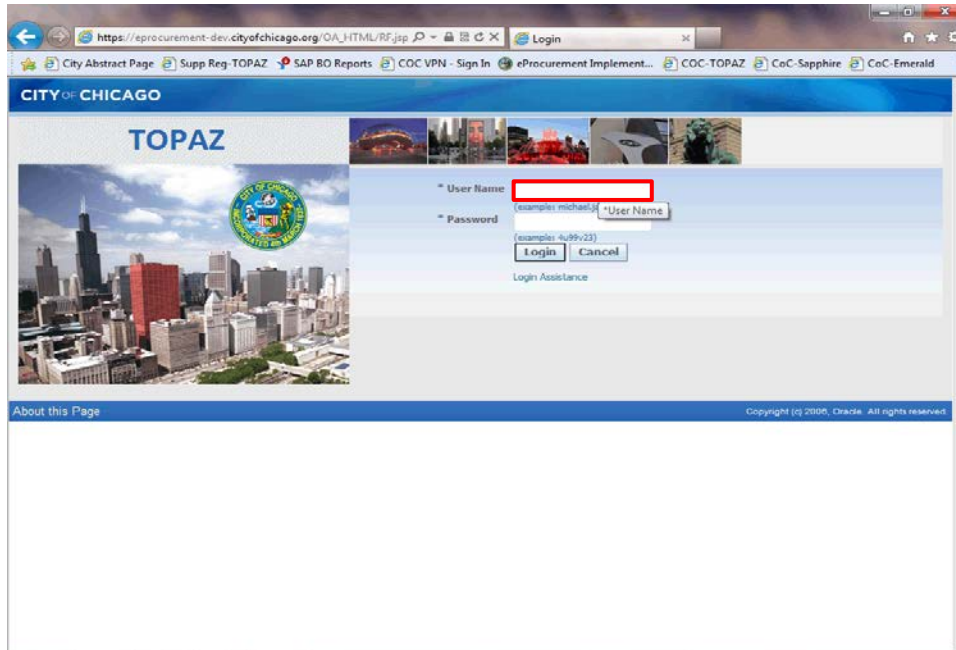


In this Course you will learn how to view all of your purchase orders that have been created by the City of Chicago through their iSupplier Portal.

Step 1

From the login page, click in the **User Name** field.

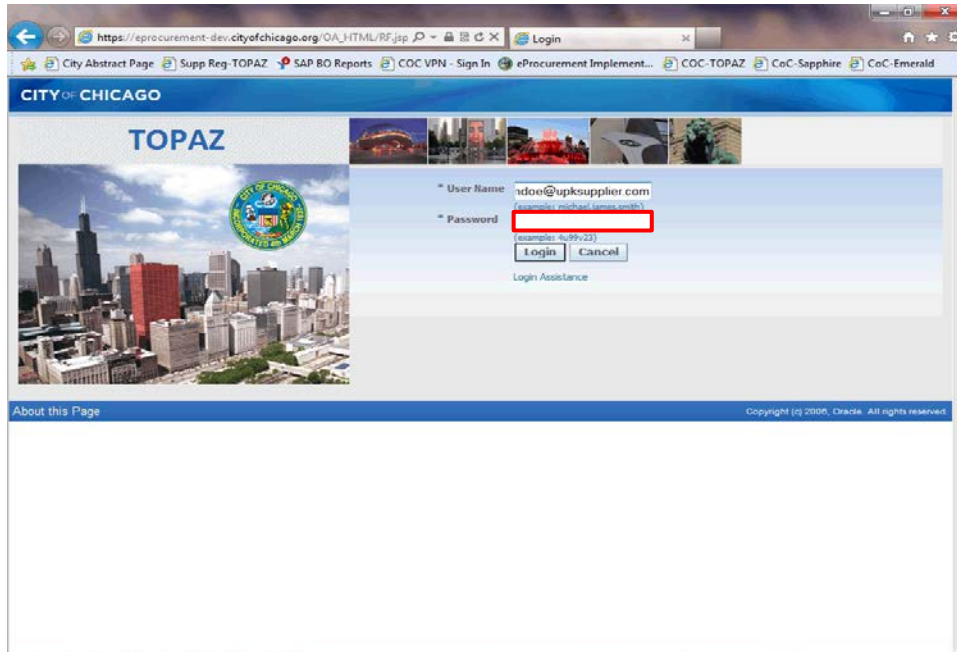




Step 2

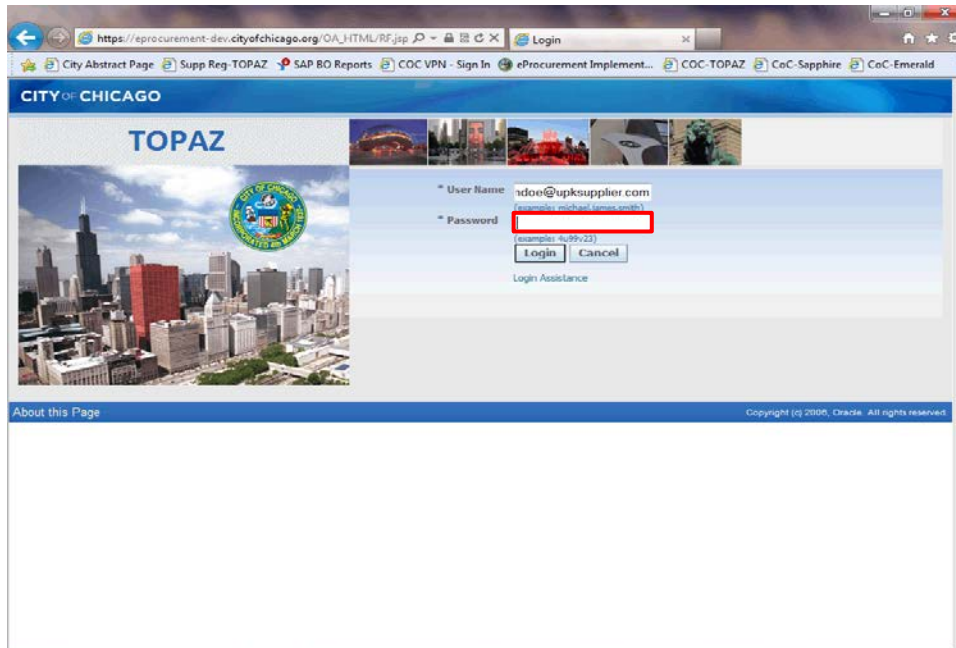
Enter the desired information into the **Username** field. In this example, enter "**john.doe@upksupplier.com**".

You will need to use your current login for the City of Chicago's iSupplier Portal.



Step 3

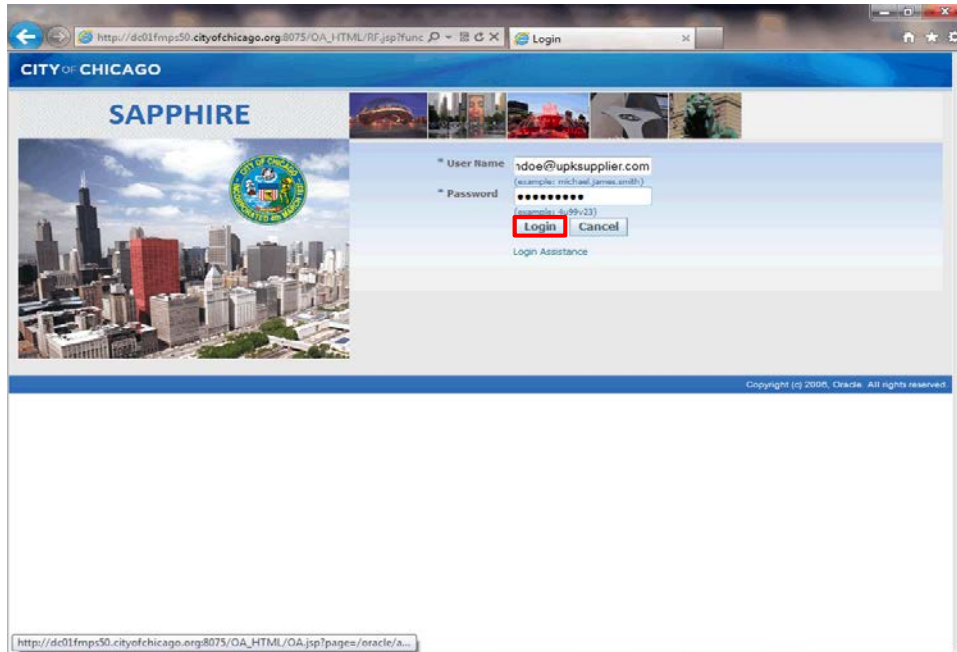
Click in the **Password** field.



Step 4

Enter the desired information into the **Password** field. Enter "**oracle123**".

You need to enter your specific password to access your iSupplier Portal account with the City of Chicago.



Step 5

Click the **Login** button.

Step 6

The *Oracle Applications Home Page* will now appear.

To access the City of Chicago organization details, click the **City of Chicago iSupplier Portal** link.

The screenshot shows the Oracle Applications Home Page for the City of Chicago. The page title is "CITY OF CHICAGO E-Business Suite:TOPAZ". The user is logged in as "JOHRDOE@UPKSUPPLIER.COM". The page features a "Main Menu" on the left with a "Personalize" button and two links: "City of Chicago iSupplier Portal" (highlighted in red) and "City of Chicago Online Bidding". The "Worklist" section on the right contains a table with the following data:

From	Type	Subject	Sent	Due
WOODFORK MOORE, KIMLEMAY	PO Approval	CITY OF CHICAGO - GRE - Commodities Release PO 33184_0	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	CITY OF CHICAGO - GRE - Commodities Release PO 33183_0	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	CITY OF CHICAGO - GRE - Commodities Release PO 33182_0	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	CITY OF CHICAGO - GRE - Commodities Blanket Agreement 33181_0	29-Dec-2015	
	Supplier User Registration Workflow Version 2	The City of Chicago Supplier Collaboration Network: Confirmation of Registration	29-Dec-2015	
	POS Supplier Registration and Profile Management	The City of Chicago Supplier Collaboration Network: Registration Approval	29-Dec-2015	

Below the table, there are two tips:

- ✓TIP Vacation Rules - Redirect or auto-respond to notifications.
- ✓TIP Worklist Access - Specify which users can view and act upon your notifications.

Step 7

The *iSupplier Portal Home Page* window now appears.

Click the **Orders** link at the top of the page to access your purchase order information.

The screenshot shows the iSupplier Portal Home Page for the City of Chicago. The page has a blue header with the Oracle logo and 'CITY OF CHICAGO iSupplier Portal'. Below the header is a navigation menu with 'Orders' highlighted. A search bar is located below the navigation menu. The main content area is divided into several sections:

- Notifications:** A table with columns 'Subject' and 'Date'. It lists several notifications related to purchase orders and agreements.
- Orders At A Glance:** A table with columns 'PO Number', 'Description', and 'Order Date'. It lists several purchase orders.
- Orders:** A sidebar menu with links for 'Agreements', 'Purchase Orders', and 'Purchase History'.
- Receipts:** A sidebar menu with links for 'Receipts' and 'Returns'.
- Invoices:** A sidebar menu with a link for 'Invoices'.
- Payments:** A sidebar menu with a link for 'Payments'.

The footer of the page contains the text 'Home Orders Shipments Admin Finance Home Logout Preferences Help' and 'Copyright (c) 2009, Oracle. All rights reserved.'

Step 8

The *Purchase Orders* window now appears.

Here you will see a list of all of your company's purchase orders. Click on a purchase order number link to view the PO details.

In this example, click the **33184** link.

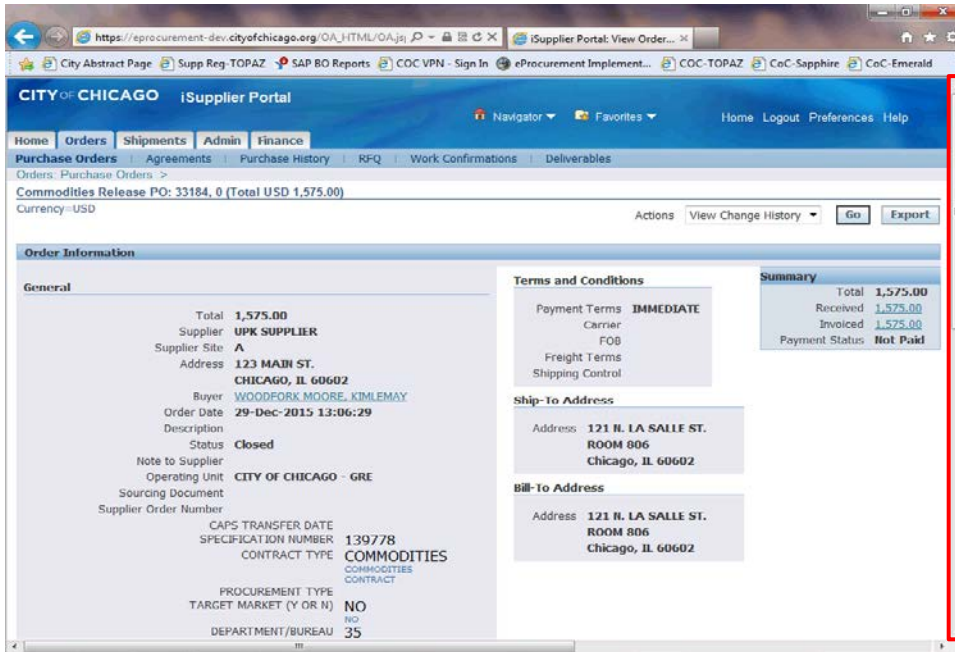
The screenshot shows the 'View Purchase Orders' window in the Oracle eProcurement system. The page title is 'CITY OF CHICAGO iSupplier Portal'. The navigation menu includes 'Home', 'Orders', 'Shipments', 'Admin', and 'Finance'. The 'Purchase Orders' section is active, and the 'Purchase Orders' window is displayed. The window shows a table of purchase orders with the following columns: Select, PO Number, Rev, Operating Unit, Document Type, Description, Order Date, Currency, Amount, Status, Acknowledge, and Attachments. The first row is highlighted in red, showing PO Number 33184, Rev 0, Operating Unit CITY OF CHICAGO - GRE, Document Type Standard PO, Description, Order Date 29-Dec-2015 13:06:29, Currency USD, Amount 1,575.00, Status Closed, and Acknowledge. The other rows are: PO Number 33183, Rev 0, Operating Unit CITY OF CHICAGO - GRE, Document Type Standard PO, Description, Order Date 29-Dec-2015 13:05:49, Currency USD, Amount 1,400.00, Status Closed, and Acknowledge; PO Number 33182, Rev 0, Operating Unit CITY OF CHICAGO - GRE, Document Type Standard PO, Description, Order Date 29-Dec-2015 13:05:45, Currency USD, Amount 2,225.00, Status Closed, and Acknowledge; PO Number 33181, Rev 0, Operating Unit CITY OF CHICAGO - GRE, Document Type Global Blanket Agreement, Description, Order Date 29-Dec-2015 12:58:56, Currency USD, Amount 10,000.00, Status Open, and Acknowledge. The page also includes an 'Export' button and a footer with the URL 'https://eprocurement-dev.cityofchicago.org/OA_HTML/OA.jsp?OAFunc=POS...'.

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Currency	Amount	Status	Acknowledge	Attachments
<input type="radio"/>	33184	0	CITY OF CHICAGO - GRE	Standard PO		29-Dec-2015 13:06:29	USD	1,575.00	Closed		
<input type="radio"/>	33183	0	CITY OF CHICAGO - GRE	Standard PO		29-Dec-2015 13:05:49	USD	1,400.00	Closed		
<input type="radio"/>	33182	0	CITY OF CHICAGO - GRE	Standard PO		29-Dec-2015 13:05:45	USD	2,225.00	Closed		
<input type="radio"/>	33181	0	CITY OF CHICAGO - GRE	Global Blanket Agreement		29-Dec-2015 12:58:56	USD	10,000.00	Open		

Step 9

This will bring you into the purchase order details. You can review all of the PO details on this page by using the scrollbar.

Under the Summary you can see the Total amount, received amount, invoiced amount and the payment status.



Step 10

Click the **Actions** list.

CONTACT / PHONE: 312-201-1021
TASK ORDER(Contract Dept-TSK-TaskNum)

Attachments: Home

PO Details

Show All Details | Hide All Details

Details	Line	Type	Item/Job	Supplier	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason	DATE	CAPS TRANSFER CATALOG IDENTIFIER	MANUFACTURER	DISCOUNT %
Show	1	Goods	9814120450		RENTAL OF CYLINDERS AND TANKS - STEEL CYL. 33 LB. (EMPTY)	Month	1	500	500.00	Closed						
Show	2	Goods	9816940400		RENTAL OF STORAGE TANKS - 7,000 GAL. TANK	Day	15	25	375.00	Closed						
Show	3	Goods	9814340066		RENTAL OF GENERATORS WITH 200 FT. OF CABLE AND CONNECTORS - 10 KW	Week	2	200	400.00	Closed						
Show	4	Goods	9811135565		RENTAL OF PORTABLE COMPRESSORS, TRAILER MOUNTED - 185 CFM	Week	2	150	300.00	Closed						

Return to Orders: Purchase Orders

Actions: View Change History | Go | Export

Home Orders Shipments Admin Finance Home Logout Preferences Help

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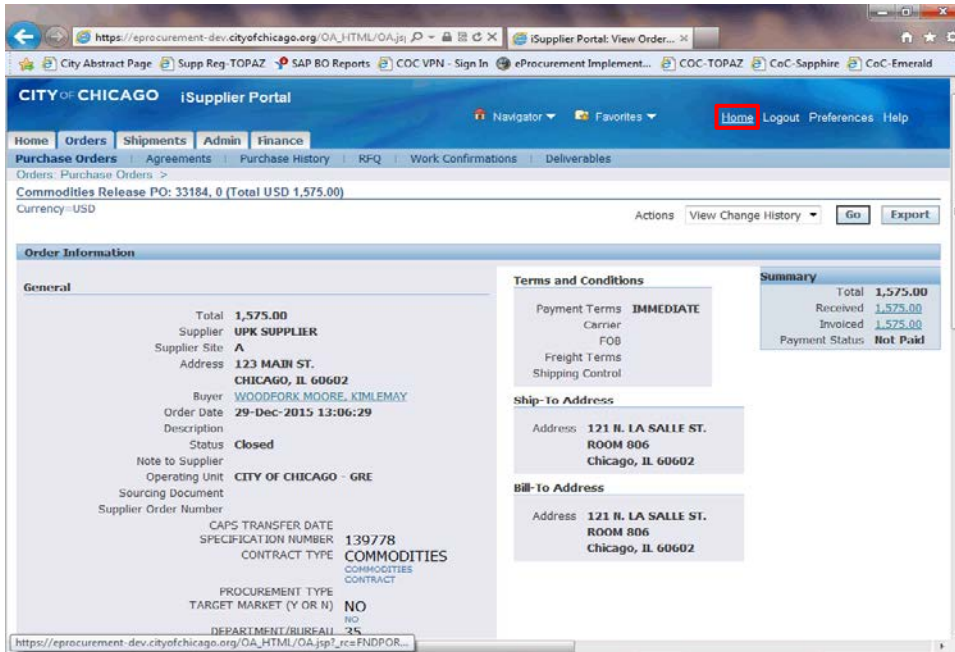
Step 11

From the actions list you can also go and view all the associated receipts, invoices and payments.

Click the **Closed** object top continue.

The screenshot shows a web browser window displaying the Oracle Supplier Portal. The page title is "TASK ORDER(Contract Dept-TSK-TaskNum)". The browser address bar shows "https://eprocurement-dev.cityofchicago.org/OAJ_HTML/OAJ.js". The page contains a table with columns: Details, Line, Type, Item/Job, Supplier, Description, UOM, Qty, Price, Amount, Status, Attachments, Reason, DATE, CAPS TRANSFER, CATALOG IDENTIFIER, MANUFACTURER, DISCOUNT. The table has four rows, all with a "Closed" status. A red box highlights the "Closed" status in the first row of the table. A dropdown menu is open over the "Closed" status, showing options: View Change History, View PDF, View Receipts, View Invoices, View Payments, View Shipments, and View Change History. The "View Change History" option is selected. At the bottom of the page, there are navigation links: Home, Orders, Shipments, Admin, Finance, Home, Logout, Preferences, Help. The footer text reads "Copyright (c) 2008, Oracle. All rights reserved."

Details	Line	Type	Item/Job	Supplier	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason	DATE	CAPS TRANSFER	CATALOG IDENTIFIER	MANUFACTURER	DISCOUNT
Show	1	Goods	9814120450		RENTAL OF CYLINDERS AND TANKS - STEEL CYL. 33 LB. (EMPTY)	Month	1	500	500.00	Closed							
Show	2	Goods	9816940400		RENTAL OF STORAGE TANKS - 7,000 GAL. TANK	Day	15	25	375.00	Closed							
Show	3	Goods	9814340066		RENTAL OF GENERATORS WITH 200 FT. OF CABLE AND CONNECTORS - 10 KW	Week	2	200	400.00	Closed							
Show	4	Goods	9811135565		RENTAL OF PORTABLE COMPRESSORS, TRAILER MOUNTED - 185 CFM	Week	2	150	300.00	Closed							



Step 12

Once you are done reviewing you can return and view additional POs.

Click the **Home** link to return to the iSupplier Portal Home page.

Step 13

You have just finished viewing your company's purchase orders and details on the City of Chicago's iSupplier Portal.

To submit a response to a solicitation or view other organizational details, please use the provided training materials for the action you wish to complete.

End of Procedure.

